



Hogeschool
der Kunsten
Den Haag

University
of the Arts
The Hague

Koninklijk
Conservatorium
Royal Conservatoire

Koninklijke Academie
van Beeldende Kunsten
Royal Academy of Art

Job Application Code

The University of the Arts The Hague (HdK) Job Application Code stipulates the basic rules that the HdK takes into account in the course of recruiting and selecting candidates to fill vacancies.

The Job Application Code is designed to set a standard for a transparent recruitment and selection procedure. The code applies to procedures to fill vacancies for which internal and/or external candidates are recruited.

The HdK Job Application Code is derived from the NVP¹ Job application code. All the rules in the NVP Job application code also apply to the HdK job application code.

1. Points of departure

- 1.1 The HdK has a policy to create equal opportunities in the application procedure in the case of equal suitability. Candidates are selected on the basis of their suitability for the vacant post as described in the recruitment profile and underlying job description.
- 1.2 The University of the Arts encourages internal mobility and, where possible, prefers to appoint internal candidates. External recruitment will only take place if there is no suitable candidate after the internal recruitment and selection procedure has been completed. An internal candidate is any employee of the University of the Arts The Hague.
- 1.3 At the University of the Arts, we are working to create a community based on diversity and inclusion. We want the uniqueness of each individual to be recognised and welcomed.
- 1.4 The applicants are fully informed about the procedure, the content of the vacant post and its place in the organization.
- 1.5 The HdK uses only information that is relevant to assessing suitability for the post.
- 1.6 The HdK conscientiously provides the applicants with all the information they need to acquire the most comprehensive impression of the vacancy and the organization.
- 1.7 All the information obtained from the applicants is handled with care and confidentially in line with the General Data Protection Regulation (GDPR/AVG). The privacy of the applicants is respected in all cases.

2. Vacancy

- 2.1 A decision about an immediate or future vacancy is taken by the Executive Board or the Faculty Board. A recruitment profile is drawn up in consultation with Human Resources giving the relevant characteristics of the post. These include: the job requirements, the tasks and responsibilities, job level, the place in the organisation, the nature and extent of the employment contract and the place of employment.
- 2.2 Job requirements may relate to professional competence (training, knowledge, and experience), behaviour and personal qualities. Requirements regarding personal characteristic are only set if they are necessary and legal in connection with performing the job properly.

¹ Nederlandse Vereniging voor Personeelsmanagement & Organisatieontwikkeling



- 2.3 In addition to the relevant characteristics of the vacancy, the recruitment profile shall state how and within what period of time the applicant can apply, as well as the information to be provided by the applicant by means of a curriculum vitae stating education, diplomas, employment history and work experience. Where applicable, the vacancy will indicate whether additional means of selection (such as an assessment, a trial lesson, a preliminary, the performance of an assignment or a presentation) are involved.
- 2.4 If it is necessary to apply a preferential policy this is explicitly mentioned and the reason given for this.

3. Recruitment

- 3.1 The University of the Arts encourages staff members to apply for internal vacancies and prefers to appoint internal candidates if they meet the requirements set.
- 3.2 All vacancies are announced to all employees of the University of the Arts and are first posted internally for a fortnight. External recruitment will only take place if there is no suitable candidate after the internal recruitment and selection procedure has been completed. External recruitment takes place through the websites of the institution, vacancy sites, daily and professional newspapers, social media and relevant networks.
- 3.3 Applications are submitted digitally. Receipt of the application will be confirmed by return.
- 3.4 The information provided by the applicant in the application is treated and stored confidentially in line with the General Data Protection Regulation (GDPR/AVG). The sharing of applications will be limited to the persons directly involved in the selection. The data obtained about the applicant will be deleted four weeks after completion of the recruitment and selection procedure unless the applicant is hired.
- 3.5 The HdK may have resort to an external recruitment company for support in recruiting and selecting candidates for the vacancy. The stipulations in the code apply equally to that company.

4. Selection

- 4.1 Within three weeks at the latest after the deadline for applications has expired the HdK notifies all applicants about whether
 - i. they have been turned down
 - ii. they are being invited for a job interview
 - iii. their application is being kept on hold with a deadline for further notification.In the case of ii. or iii. applicants are told about the application procedure and its expected duration.
- 4.2 An interview is standard practice for internal applicants.
- 4.3 Applicants who have been invited for an interview receive an invitation indicating:
 - the composition (name and post) of the interviewing committee;
 - date, time and place of the interview, insofar as the conversation does not take place online;
 - a reference to the job application code which can be consulted on the HdK's website and the portals of the faculties;



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- if applicable, an explanation of the assignment to be carried out and the associated preparation.

4.4 The HdK can ask applicants at all times to identify themselves with a valid identity document.

4.5 The HdK does not refund any expenses for travel or otherwise incurred by the applicants.

5. Job interview

5.1 The interviewing committee comprises representatives from the ranks of those who are relevant for the post and the filling of the post. The (chairman of the) interviewing committee ensures that there is a balanced interview in which both parties have sufficient scope to exchange information. The interviewing committee only asks the candidates questions about aspects which are relevant to the post and the filling of the post.

5.2 The applicants give a true and faithful impression of their competences and qualities. They do not conceal information which they know or should know is important for filling the post they are applying for.

5.3 If it emerges after being appointed that applicants have provided incorrect information during the application procedure or have kept silent about relevant information, the HdK may attach legal consequences.

6. Supplementary selection methods/data

6.1 The University of the Arts will inform the applicant in advance if it deems it necessary to include data about the applicant on the Internet in the application process. When checking social media, the HdK limits itself to information that is relevant to the job vacancy for which the applicant is applying. The information, with mention of the source, will be discussed with the applicant.

6.2 A psychological test or assessment can only be carried out with the permission of the applicant. The test results are reported only to the HdK with the explicit permission of the candidate.

6.3 A supplementary assignment, trial lesson or presentation is only requested of appointable candidates. The assignment relates to the vacancy to be filled.

6.4 References are only requested for appointable candidates after the applicants have consented and only from persons who the applicant has given as a referee. The information requested of those giving references is directly connected with the filling of the vacancy and shall be treated confidentially.

7. Decision and completion

7.1 The application procedure is considered to be complete when the vacancy has been filled or the HdK decides to withdraw the vacancy. All applicants still taking part in the procedure will be notified of this in writing within a fortnight.

7.2 Candidates with whom one or more interviews have been conducted and who are not eligible for the post are notified by telephone or in writing. A written notification includes the name of a person who can be contacted for further details about the rejected application.



7.3 All data of candidates who have not been selected are destroyed within four weeks of completion of the procedure, unless otherwise agreed.

8. Open applications

8.1 The University of the Arts only considers applications in response to an open vacancy. People who send an open application are advised to continue to follow the websites of the University of the Arts.

9. Complaints

9.1 An applicant who is of the opinion that the job application code has not been adhered to may submit a complaint in writing to the Executive Board of the HdK. The applicants receive a written answer giving arguments within a month of receipt of the complaint.

9.2 The Executive Board informs the University Council of the complaints submitted.

9.3 If it is believed that one has not received a hearing based on the report to the Executive Board, one may use the NVP grievance procedure.

Agreed by the Executive Board on 02-06-2022 subsequent to the positive recommendation by the University Council dated 18-05-2022